

**Tool 2(cycle).7. Examples: Collaborative Team Minutes and Logs (p. 1 of 2)**

**Examples: Collaborative Team Minutes and Logs**

**Sample of Collaborative Team Minutes**

Collaborative Team meetings provide opportunities for teachers to begin to triangulate their data and make adjustments to maximize implementation impact. By looking at frequency and fidelity of implementation data and student work, teachers can plan ways to strengthen their implementation as a group and individually. It also provides a data source for the Professional Development Leadership Team to provide additional support and training in areas of need. Review this as one example of team minutes to begin thinking about your own local format.

**Date** \_\_\_\_\_ **School** \_\_\_\_\_

**Team Members:**

_____	_____
_____	_____
_____	_____

Agenda for this meeting: (Describe your activity for this meeting, e.g., planning, lesson development, etc.)

Discussion: (Describe issues/problems discussed, solutions generated, decisions made, etc.)

Were plans made to observe in each other's classrooms? If yes, please describe.

Time, date and agenda for next meeting: \_\_\_\_\_

Minutes submitted by \_\_\_\_\_

**Tool 2(cycle).7. How Three Schools Designed Collaborative Teams (p. 2 of 2)****Sample of Collaborative Team Log**

On the following two pages is a log developed by Dr. Nancy Eckerson for use with an Iowa district learning several models of teaching. The implementation plan for this district varied rather widely by subject and grade level. Thus, while all teachers K-12 learned an inductive thinking model of teaching, primary teachers planned to use the strategy three to five times weekly for skills lessons and once a week for comprehension. Secondary teachers, on the other hand, planned to use the strategy to teach major concepts in their disciplines (once weekly or bi-weekly) as well as to check for understanding at the ends of units. Because implementation plans varied widely by collaborative teams, the logs provide an opportunity for teachers and administrators to compare their intended practice with their actual practice.

**Date:** \_\_\_\_\_**Leader:** \_\_\_\_\_**Time:** \_\_\_\_\_**Recorder:** \_\_\_\_\_**Group Members:**

	Pres	Abs		Pres	Abs

**Next Scheduled Meeting:**

Date &amp; Time: \_\_\_\_\_

Location: \_\_\_\_\_

Leader: \_\_\_\_\_

Recorder: \_\_\_\_\_

Discussion and activities:

For next meeting, we need to:

Concerns/recommendations:

Next meeting's agenda:

Use the back of the Log to indicate all of your *Classroom Applications* since the last Collaborative Team Meeting.